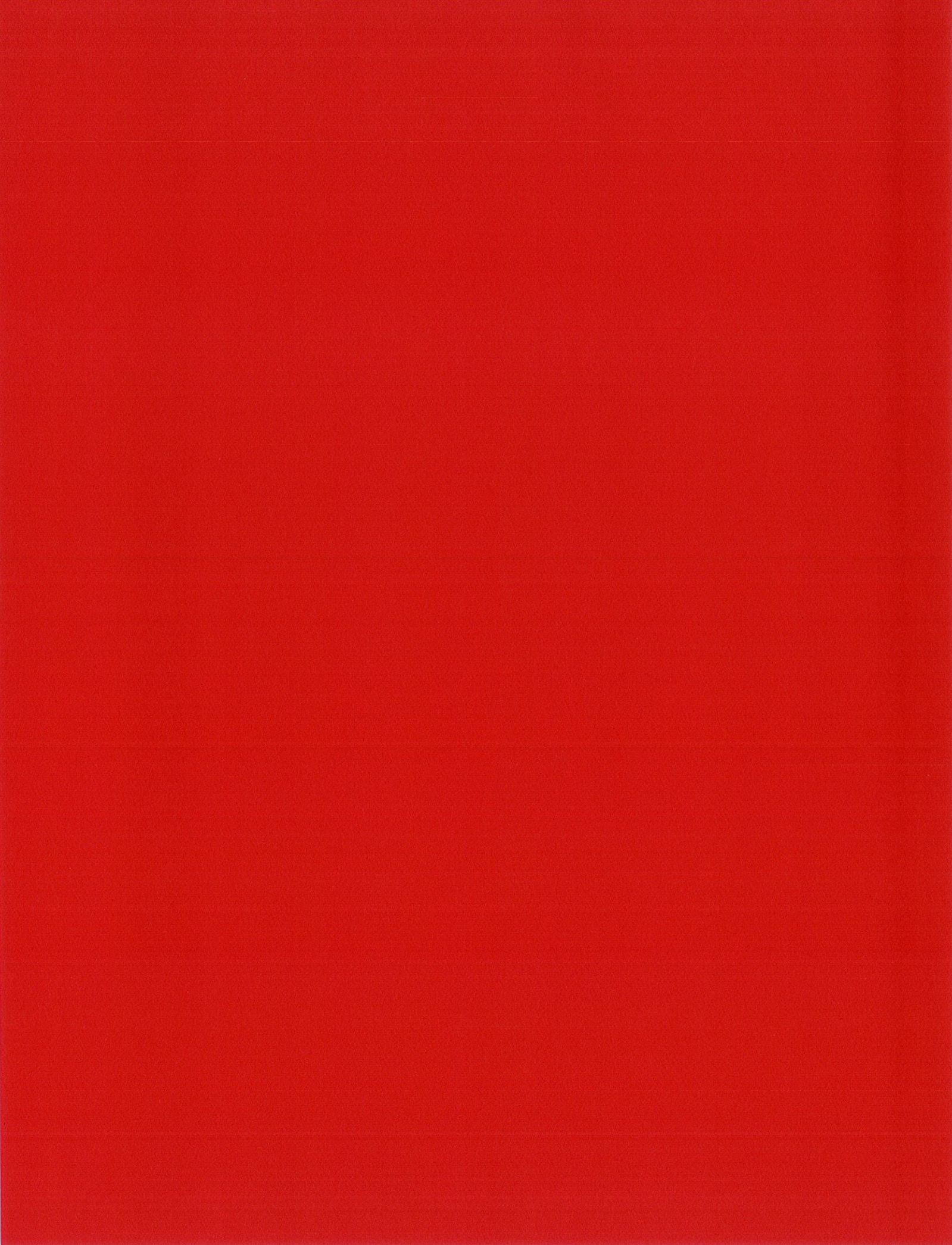


Weekly Management Report


July 11, 2014

1. **Memo** – Use of Retired Officers for Extra-Duty Assignments – Burbank Police Department
2. **Memo** – State Budget Local Impacts Fiscal Year FY 2014-15 – Financial Services Department
3. **Notice** – United States Postal Service Notification – City Manager
4. **Report** – Los Angeles Conservancy's 2014 Preservation Report Card – City Manager
5. **Memo** – Parking Restrictions on Bonnywood Place Between Angeleno Avenue and Orange Grove Avenue – Public Works Department
6. **Synopsis** – Heritage Commission Meeting of July 10, 2014 – Community Development Department
7. **Synopsis** – Metro San Fernando Valley Service Council Meeting of July 2, 2014 – Community Development Department
8. **Synopsis** – Landlord-Tenant Commission Meeting of July 7, 2014 – Community Development Department
9. **Synopsis** – Civil Service Board Meeting of July 2, 2014 – Management Services Department



BURBANK POLICE DEPARTMENT

MEMORANDUM

DATE: July 11, 2014
TO: Mark Scott, City Manager
FROM: Scott LaChasse, Chief 
SUBJECT: Use of Retired Officers for Extra-Duty Assignments

At your request my staff researched the feasibility of hiring retired officers to work extra-duty film industry jobs. The attached memo provides insight into the rising number of film permits per year since 2001 and the historical use of other police agencies to assist the Burbank Police Department in fulfilling this demand.

Please contact me or Deputy Chief Tom Angel if you have further questions.

ASSIGNMENT OF UNIFORMED PERSONNEL TO EXTRA-DUTY ASSIGNMENTS

SUMMARY

Statement of issue: Historically, the Burbank Police Department has assigned uniformed police officers below the rank of Captain to extra-duty assignments on a contractual basis with local film and production studios. The selection of officers is determined on a rotational basis to ensure the system is equitable (Policy 347). This system has been in place since 1983 with minor adjustments made based on the availability of eligible officers. To maintain a fair and balanced system, a continuous review of eligible personnel to work these extra-duty assignments is conducted, especially during times of higher demand.

Background: From 1983 until 2006, the Burbank Police Department restricted hiring for extra-duty assignments to only full time Burbank Police Officers. In the event a vacancy could not be filled by full time employees, honorably retired Burbank Police Officers were eligible to work. Burbank Police Reserve Officers were not utilized due to their level of POST status at the time. On occasion, there were times when Burbank Police Department personnel were not available to work and the Burbank City Film Coordinator referred incoming film requests to a private agency that utilized retired Los Angeles Police Officers.

In 2001, shortly after 9/11, full time Burbank Police Officers combined with Burbank-Glendale-Pasadena Airport Police Officers to staff the Bob Hope Airport on a twenty-four hour basis. These extra-duty assignments depleted the resources available to work other extra-duty assignments including film studio assignments. Compounding the problem was a request by Warner Brother's Studios for Burbank PD personnel to staff security positions around their property, however this was not feasible. A decision was made to reach out to the California Highway Patrol. CHP entered into a contract with Warner Brother's and staffed the positions. From this point forward, the Burbank City Film Coordinator filled available extra-duty positions at filming locations first with full time Burbank Police Officers, then with CHP Officers, then with retired Burbank Police Officers or retired Los Angeles Police Officers. The studios billed these outside entities separately.

In mid-2000, an incident occurred, involving retired Burbank Police Officers at the Pickwick venue. These officers were assigned as "security" and became involved in a "use of force" incident. The City Attorney's Office reviewed the incident and determined that retired officers proved to be a significant risk management liability and were subsequently excluded from working extra-duty assignments. Retired officers are no longer POST compliant, do not receive legal update or defensive tactics instruction and are not indemnified by the City for their actions while engaged in extra-duty assignments.

In 2006, the City of Los Angeles began investigating the use of uniformed retired personnel for extra-duty assignments in the City of Los Angeles. At this time, a decision was made by the City of Burbank to stop utilizing companies who used retired LAPD officers for extra-duty assignments within the city. The Burbank Police Department approached the Glendale Police Department who agreed to supplement staffing for extra-duty jobs while BPD continued utilizing CHP. In 2010, a new CHP film coordinator assumed responsibility for the CHP permitting office and began requiring a 72 hour notice before assigning CHP officers to extra-duty assignments in the City of Burbank. This advanced notice was not feasible and a decision was made to utilize Glendale PD as the primary back-up agency for extra-duty jobs. While CHP is still used on occasion, the Burbank Police Department's relationship with Glendale PD has been very positive. Their personnel have proven to be very professional, prompt and reliable. When looking at the historical data below, it presents a clear picture for the need to maintain an adequate pool of qualified personnel to cover these extra-duty assignments:

Film Permits Issued per Year

2001	226	2008	293
2002	210	2009	365
2003	252	2010	432
2004	270	2011	437
2005	278	2012	504
2006	303	2013	663
2007	362	2014	396 YTD

Analysis: The feasibility of hiring retired police officers for extra-duty assignments is not an option for two major reasons. First, recent changes in CalPERS retirement regulations forbid this practice. Second, retired police officers are no longer CA POST compliant and there is no mechanism for liability coverage for the City of Burbank in the event of a significant incident such as a traffic collision or use of force if retirees were hired in an extra-duty capacity.

Reserve officers cannot be utilized for extra-duty assignments primarily because they are not enrolled in the City's payroll system. They are considered volunteers and no mechanism exists in which they can receive pay.

The staffing levels for the police department are currently below the norm, requiring sworn personnel to regularly fill vacancies in Patrol operations. Efficiencies have been achieved in recruitment and background investigations, yet the selection process remains arduous as the

Department seeks to hire only the best and brightest candidates. The reality is that this organization will remain understaffed for the next several months. Consequently, between the overtime vacancies in Patrol and the rising demands by the movie industry for extra-duty assignments, the Burbank Police Department cannot, by itself, fulfill the numerous requests for personnel from private sector contracts.

Recommendation: With a threefold increase in the number of film permits issued since 2001, and the current cadre of qualified personnel to work extra-duty assignments, the Burbank Police Department is unable fulfill all the requests made by the movie industry. The Glendale Police Department has been an excellent partner in providing qualified personnel on an as-needed basis for the Burbank Police Department to supplement personnel for these private sector contracts. Since 2006, staffing of these details with the assistance of the Glendale Police Department has proven to be very successful and our recommendation is to continue this relationship.

<u>Extra Duty Assignments Handled by Glendale PD</u>		
2011	84 GPD officers	437 total permits
2012	55 GPD officers	504 total permits
2013	99 GPD officers	663 total permits
2014 YTD	45 GPD officers	396 permits YTD

It should be noted that most extra-duty assignments required one or two officers per film permit.

Finally, this Department will conduct a yearly review of this agreement with the Glendale Police Department to ensure the Burbank Police Department maintains an adequately trained cadre of qualified personnel to meet future demands. Further analysis of the upward trend in film permits and extra-duty requests may require the Burbank Police Department to consider adding other law enforcement agencies in the future, such as the Burbank-Glendale-Pasadena Airport Police Department.

CITY OF BURBANK
Financial Services Department
MEMORANDUM

DATE: July 7, 2014

TO: Mark Scott, City Manager

FROM: Cindy Giraldo, Financial Services Director
by: Patrick Flynn, Revenue Manager

SUBJECT: State Budget Local Impacts Fiscal Year (FY) 2014-15

On June 20, 2014 Governor Brown signed SB 852, the main bill enacting the FY 2014-15 State of California Budget. The entire budget for all funds is \$156.3 billion, with \$108 billion in the general fund (a \$7.3 billion increase from last year). Tax revenues continue to increase with the improving economy as well as Proposition 30, which temporarily raises sales and income tax rates. The budget aims to strike a balance between competing interests seeking to restore previously reduced funding vs. paying down state debt and establishing a rainy day fund. To some measure it accomplishes both by allocating \$10.6 billion to pay down old debt and \$1.6 billion towards a budget stabilization fund. The budget also includes expanded preschool for children from poor families, increased welfare payments, and increased education funding.

Unlike years past where the state budget sought to reduce local city revenues, the adopted state budget includes some additional funds allocated to cities for various targeted purposes. The City of Burbank has the potential to benefit for each of the below identified state budget increases:

- An additional \$242 million will be allocated to cities and counties by an early loan repayment and a reallocation of some state transportation funds. Including the additional one time allocations, Burbank expects to receive \$3.1 million in highway users' tax (\$107,000 more than FY 13-14), which the City must use on streets. This includes administration, planning, construction, improvement and maintenance of public streets.
- The State set aside \$100 million to reimburse cities for costs incurred related to unfunded mandates prior to FY 2004-05. Burbank currently is due \$3.5 million in unreimbursed mandate costs, with \$792,000 of that total coming before FY 2004-05. The State Department of Finance has issued the amounts of each agency portion of the \$100 million, and Burbank will receive \$78,675. The budget bill includes language triggering up to \$800 million additional funds if state revenue is higher than forecasted. The determination of additional funds will occur in May 2015.
- The budget includes \$3.9 billion to pay down the remaining balance on the Economic Recovery Bonds originally issued in 2004. After the bonds are retired, sales tax allocations will revert to the method historically in place prior to 2004. The twice per year triple flip payments, which covered 25% of local sales tax will cease. Instead cities will receive all locally due sales tax quarterly.
- City Law Enforcement Grants have been increased from \$27.5 million in FY 2013-14 to \$40 million this upcoming year. At this time the funding allocation has not been announced.

- The budget also includes much needed assistance to local libraries including \$3.3 million to provide public libraries access to high speed internet, and \$3 million for local library and literacy programs. The eligibility criteria and disbursement formulas are not known at this time.

City staff will continue to monitor the actions of the State and update the City Manager's Office as appropriate. Our Police Chief and Library Services Director are aware of the increased funding opportunities and will monitor closely the eligibility requirements to receive those funds in order to ensure that the City of Burbank receives its appropriate share of the grant revenues.

cc: *Justin Hess, Assistant City Manager*

THE

PROGRESS OF

THE

ARTS AND

MANUFACTURES

IN

THE

UNITED STATES

OF AMERICA

FROM 1790 TO 1860

BY

JOHN R. HARRIS

OF THE

AMERICAN ANTHROPOLOGICAL ARCHIVES

NEW YORK

1860



CITY OF BURBANK
OFFICE OF THE CITY MANAGER
(818) 238-5800
FAX (818) 238-5804

DATE: July 11, 2014
TO: Honorable Mayor and City Council
FROM: Mark Scott, City Manager *MS*
SUBJECT: United States Postal Service Notification

For your information only, attached is a copy of a notice from the Postal Service announcing their intention to sell the site of the former Post Office branch office known as the Burbank-Glenoaks Station, located at 1634 N. San Fernando Boulevard.

**PROJECT NOTIFICATION / ANNOUNCEMENT
UNITED STATES POSTAL SERVICE PROJECT**

TO: See Attached List	PROJECT NAME: BURBANK- GLENOAKS STATION PROJECT NUMBER: F00024 FINANCE/SUBLOCATION NUMBER: 051026-G02
PROPOSER FEDERAL AGENCY: United States Postal Service Facilities Implementation Team 1300 Evans Avenue San Francisco, CA 94188	RESERVED FOR CLEARINGHOUSE INTERNAL COMMENT:
TYPE OF ACTION(S): New Facility – Postal Owned <input type="checkbox"/> Acquisition of Land/Building <input type="checkbox"/> Lease of Land/Building(s) <input type="checkbox"/> Disposal/Development of Property <input checked="" type="checkbox"/> Use Change <input type="checkbox"/> Environmental Issue <input type="checkbox"/> Other (Explain) <input type="checkbox"/>	DESCRIPTION OF ACTION(S): The United States Postal Service plans to sell the Burbank-Glenoaks Station located at 1634 N San Fernando Blvd., Burbank CA 91504.
ESTIMATED PROJECT SIZE: Building Size: 5,346 square feet Site Size: 12,759 square feet	PROJECT SCHEDULE: Start: June 30, 2014 Estimated Completion Date: June 30, , 2014
NEXT SCHEDULED PUBLIC ACTION: N/A	RESPONSE DEADLINE TO THE UNITED STATES POSTAL SERVICE IS 60 DAYS. Deadline Date: August 30, 2014

This notification is sent in accordance with USPS policy to voluntarily comply with the Intergovernmental Cooperation Act of 1968 (31 U.S.C. 6501) which provides for cooperation with federal, state, local and area planning agencies in the development of facilities.

Date: June 30, 2014

Dean Cameron
Facilities Implementation Team
1300 Evans Avenue Suite 200, San Francisco, CA 94188
Telephone: (415) 550-5114
Email: Dean.Cameron@usps.gov

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State Point of Contact	Grants Coordination State Clearing House P.O. Box 3044, Room 222 Sacramento, CA 95812-3044
Mayor	Mayor David Gordon

UNITED STATES POSTAL SERVICE

Area Vice President	Dean Granholm
District Manager	Kerry Wolny
Postmaster	Armand Dolorito
Public Affairs & Corporate Relations	Eva Jackson
Government Relations, Headquarters	Sheila Meyers, Manager 475 L'Enfant Plaza, SW – Room 10804 Washington, DC 20260-3500
Facilities Implementation Team	Facilities Environmental Specialist Facilities Preservation Officers Facilities A/E
Facilities Department	Facilities Real Estate Asset &/or Leasing



CITY OF BURBANK
OFFICE OF THE CITY MANAGER
(818) 238-5800
FAX (818) 238-5804

DATE: July 11, 2014
TO: Honorable Mayor and City Council
FROM: Mark Scott, City Manager *MS*
SUBJECT: Los Angeles Conservancy's 2014 Preservation Report Card

Attached is a copy of the most recent "Preservation Report Card" published by the Los Angeles Conservancy. As their cover letter notes, the City of Burbank has received a grade of A, putting us in a category of 17 cities with an A grade. We are listed as one of three cities that "made significant strides" over the last year, earning the A grade.

CITY OF BURBANK
CITY COUNCIL OFFICE

14 JUL -3 AIO :24

June 27, 2014

Mayor Gordon and City Council
City of Burbank
275 E. Olive Avenue
Burbank, CA 91502



LOS ANGELES
CONSERVANCY

523 West Sixth Street, Suite 826
Los Angeles, CA 90014

213 623 2489 OFFICE
213 623 3909 FAX
laconservancy.org

RE: 2014 Preservation Report Card, Los Angeles County

Dear Mayor Gordon and Members of the City Council,

This spring, the Los Angeles Conservancy released its **2014 Preservation Report Card**, assessing the historic preservation policies of each city in L.A. County, plus the County government. The goal of the Preservation Report Card is to help you protect the historic places that make your community unique. It recognizes cities with strong policies in place and provides tips, tools, best practices, and motivation for cities looking to create or enhance a preservation program.

I've enclosed the current issue of the Conservancy's newsletter, which takes an in-depth look at several aspects of the Preservation Report Card. For the complete Report Card, please visit laconservancy.org/report-card or contact me for a copy.

As you may know, the City of Burbank received a grade of A this year-- congratulations! We applaud your commitment to having a strong historic preservation program and policies.

Even cities with top grades on the Preservation Report Card have room for continued improvement, such as updating citywide surveys, implementing new and creative preservation incentives, pursuing Certified Local Government (CLG) status, encouraging active designation of landmarks to the city's local register, and strengthening provisions within the historic preservation ordinance.



Please note that the Preservation Report Card considers the existence and strength of preservation policies, not their implementation. A low grade does not necessarily mean a city has done nothing at all to preserve its historic resources. Conversely, cities with high grades don't necessarily do all they could to safeguard their architectural and cultural heritage.

We hope your city will use the Preservation Report Card as a planning tool to help you continue to strengthen your historic preservation policies. The Conservancy welcomes the chance to serve as a resource (free of charge) in your city's efforts to recognize and protect its unique architectural and cultural heritage.


The 2014 edition of the Preservation Report Card reflects some exciting changes since we started the program in 2003, as well as a more proactive approach to helping communities succeed in their preservation efforts. In addition to a PDF hard-copy of the Preservation Report Card, we now have a new digital version at laconservancy.org/report-card.


This exciting new tool transforms how you (and we) can use the Preservation Report Card, including the ability to update scores and grades in real time, as communities make improvements, rather than issuing static "snapshots" every five years. You can easily access ordinances, surveys, and other resources from other cities, as well as use a growing library of online Conservancy resources such as a model ordinance.

We hope that the 2014 Preservation Report Card will motivate cities countywide to take pride in what they've done to protect their historic resources and do even more in the years ahead. Thank you, and please let me know if the Conservancy can be of any assistance.

If you have any questions or would like to know more about how we can help, please reach out to Marcello Vavala at mvavala@laconservancy.org or (213) 430-4217.

Sincerely,

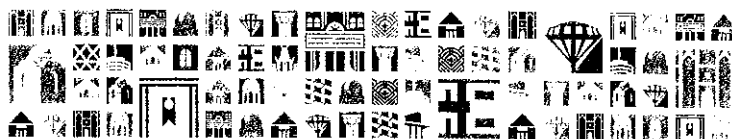

Adrian Scott Fine
Director of Advocacy


Marcello Vavala
Preservation Associate





LOS ANGELES CONSERVANCY NEWS



May/June 2014 • Volume 36 Number 3



While the Conservancy's 2014 Report Card shows some backslide in historic preservation across the county, some communities, such as Burbank, have made a great deal of progress. Pictured above is the Rock House (1921-1923), the first residential landmark designated by the City of Burbank. Photo courtesy City of Burbank, Planning & Transportation Division.

2014 Report Card Reveals Backslide in Preservation Countywide

by Adrian Scott Fine and Cindy Olnick

In March, the Conservancy released our 2014 Preservation Report Card, assessing the state of preservation policy in local governments throughout Los Angeles County. While some communities have made great progress since the last Report Card was issued in 2008—particularly Beverly Hills, Burbank, and Calabasas (see “Notable Improvements,” page 4)—the overall outlook is less than rosy: More than half of the county’s communities have no protections whatsoever for their historic places.

With a new scoring system, innovative digital platform (see “Digital Report Card,” page 5), and expanding base of resources, this year’s Report Card focuses more than ever on clarity and support in helping communities improve their preservation efforts.

Why a Report Card?

The most effective preservation protections often lie in the hands of local government. Los Angeles County has eighty-nine of them: eighty-eight cities, plus the County government, which covers the unincorporated areas of the county. Each government operates independently and has its own protections—or lack thereof—for historic places.

The Conservancy created the Preservation Report Card in 2003 to understand how preservation works in each of the county’s different jurisdictions, help governments create or improve preservation programs, and recognize those with strong protections in place.

Based on in-depth research and interviews with representatives of each local government, Conservancy staff members assess each jurisdiction on its preservation policies and

Please see REPORT CARD FINDINGS on page 6

Post Office Update

by Marcello Vavala

For over two years, the Conservancy has focused on the sale and disposal of historic post office facilities, primarily in Venice and Santa Monica. Our goal has been to ensure meaningful protection and preservation for these civic buildings following their sale and transfer of ownership into private hands. California has been an area of focus in this issue nationwide, as the United States Postal Service (USPS) has been particularly aggressive in closing or relocating facilities here.

In March, Conservancy staff traveled to Oakland to participate in a convening of a historic preservation working group formed by the Advisory Council on Historic Preservation (ACHP). Members took testimony to hear how well the Federal Section 106 historic preservation review process has been working to date and to discuss specific challenges in California regarding historic post offices.

Our comments at the convening focused on two primary challenges in our efforts with the Venice and Santa Monica post offices: the USPS’s inconsistency in conducting the Section 106 process and its failure to adequately address long-term protection for historic post offices before they are sold. The ACHP was expected to issue a report with recommendations to Congress in April.

While the Conservancy’s efforts have focused on historic post offices in Venice and Santa Monica, we anticipate others being targeted for closure, including a 1934 branch in Glendale. To learn more about this issue, please visit laconservancy.org/issues/post-offices.

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**Los Angeles Conservancy**

523 W. Sixth Street, Suite 826
Los Angeles, California 90014
(213) 623-2489 Fax: (213) 623-3909
laconservancy.org

The Los Angeles Conservancy is a non-profit membership organization that works through education and advocacy to recognize, preserve, and revitalize the historic architectural and cultural resources of Los Angeles County.

Stay Connected!

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Marcello Vavala, Preservation Associate
Sarah Weber, Director of Education

Annual Meeting

The Conservancy's 2014 annual meeting will take place on **Thursday, May 29**, at **7 p.m.** in the Pacific Club Room at PacMutual, 523 West Sixth Street, downtown Los Angeles. This meeting will feature an introduction of our newly elected board members and a special program focused on the recent revitalization of PacMutual. The annual meeting is free and open to the public; see insert for details.

All Aboard! Union Station 75th Anniversary Gala

The Conservancy is thrilled to hold our 2014 annual benefit on **Saturday, May 17** at the iconic 1939 Union Station in celebration of its 75th anniversary.

Designed by John and Donald Parkinson, Union Station was the last grand railroad station built in the United States. Its unique combination of Art Deco and Spanish Colonial Revival styles

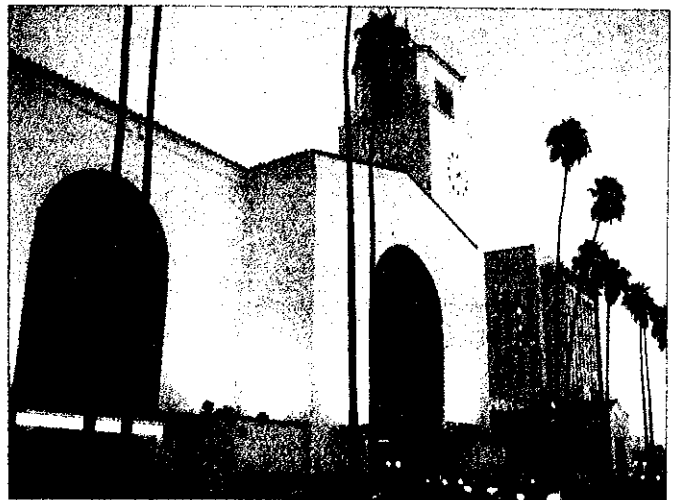


Photo by Bringham Yen.

make it one of the most recognizable buildings in Los Angeles.

Metro purchased Union Station in 2011 and is now completing a master plan to transform the site to accommodate current and future transportation needs while maintaining the original building's historic character.

Reservations for the benefit begin at \$500, including dinner in the main ticket concourse and live entertainment in the former Fred Harvey restaurant. Donors at higher levels will also enjoy a cocktail reception in two private luxury railcars on the station's tracks. Join us for a memorable night at this beloved Los Angeles landmark. For details and reservations, visit laconservancy.org/benefit.

Curating the City Microsite Honored by Docomomo US

Our Curating the City: Modern Architecture in L.A. microsite (laconservancy.org/modern) recently received a *Modernism in America* award from Docomomo US, which works for the documentation and conservation of buildings, sites, and neighborhoods of the modern movement.

The jury noted "the very considerable amount of thoughtful work and financial resources that went into the development of the exceptional visual quality, organization and public access of the website" and commended its "innovative use of technology, preservation talent, historical knowledge, and web design to attractively bring together a vast amount of information available to the general public." We are thrilled and honored by this recognition, which will raise awareness of the microsite and hopefully increase its use across the U.S.

Funded by a grant from the Getty Foundation, the microsite was part of the 2013 Getty initiative, Pacific Standard Time Presents: Modern Architecture in L.A.

Preservation Issues

by *Adrian Scott Fine, Manuel Huerta, and Marcello Vavala*

For more information about these and other preservation issues, please visit laconservancy.org/important-issues.

Faculty Center at UCLA

While the Faculty Center on the UCLA campus is no longer in imminent danger of demolition, the Conservancy has nominated it for listing in the California Register of Historical Resources in order to secure its consideration as a historic resource in the future.

In January, the nomination received the support of the Los Angeles Cultural Heritage Commission, which voted 5-0 in support and recommended designation to the City Council as part of the City's internal process for commenting on California Register nominations.

The State Office of Historic Preservation will review the nomination and prepare a recommendation to the State Historical Resources Commission. At an upcoming quarterly hearing, the Commission will make the final decision on whether to list the building in the California Register.

Completed in 1959, the UCLA Faculty Center represents a distinctive interpretation of the Ranch style applied to an institutional building. Its post-and-beam construction, large floor-to-ceiling windows, and indoor-outdoor spaces create a casual, welcoming environment conducive to faculty lunches and convening. The firm of Austin, Field and Fry served as executive architect for the Faculty Center, while Welton Becket and Associates, the master planner for the UCLA campus at the time, served as supervising architect. Renowned landscape architect Ralph Cornell designed the landscape.

In August 2010, UCLA proposed demolishing the Faculty Center to make way for a hotel and conference center, prompting outcry from nearby residents, university faculty, and the preservation community. The university later chose to relocate the conference center project to a new site. Both then and now, UCLA representatives oppose recognizing the Faculty Center as a historic resource.



The State Office of Historic Preservation will soon review the nomination of the 1959 UCLA Faculty Center to the California Register of Historical Resources. Photo by Joe Fletcher.

Fred C. Nelles Youth Correctional Facility Campus

The recently proposed Lincoln Specific Plan seeks to demolish fifty of the fifty-two buildings on the Fred C. Nelles Youth Correctional Facility Campus in Whittier. They would be replaced by a mixed-use development with 750 residential units and over 200,000 square feet of commercial space.

The seventy-six-acre campus, partly bordered by Whittier Boulevard and Sorenson Avenue, is a historic public institution that operated continuously from 1891 to 2002. The entire site is listed in the California Register of Historical Resources and determined eligible for listing in the National Register of Historic Places. At least eight buildings on the campus have been previously identified and appear to be eligible for individual listing in the National Register. The proposed project may also affect additional historic buildings, as it does not appear that any post-World War II campus buildings have been properly surveyed, evaluated, and identified as potentially significant.

In February, the Conservancy submitted comments, in partnership with the Whittier Conservancy, on the Notice of Preparation (NOP) for the project. The Conservancy's

comments strongly urge the City to mandate consideration of preservation alternatives in the Draft Environmental Impact Report (DEIR) that could incorporate more of the existing buildings on campus while accommodating new construction for housing and commercial uses.

We are urging the City and project developer to look to successful adaptive reuse projects at similar campuses as inspiration for creative conversion. Numerous examples exist in California and nationally that were financially feasible while resulting in meaningful preservation. We have encouraged the City to incorporate tax incentives as a way to reduce rehabilitation costs.



This chapel on the Fred C. Nelles Youth Correctional Facility campus was built between 1930-1933. Photo courtesy Whittier Conservancy.

HONOR ROLL

Cities with grades of A+, A, or A-

Beverly Hills	Monrovia
Burbank	Pasadena
Calabasas	Pomona
Claremont	Redondo Beach
Culver City	Santa Monica
Glendale	South Pasadena
Huntington Park	West Hollywood
Long Beach	Whittier
Los Angeles	

WHAT THE REPORT CARD ISN'T

It's important to understand what the Preservation Report Card grades do, and do not, reflect. They reflect a local government's policies and programs to foster preservation, such as ordinances, surveys, and incentives. They do NOT reflect a jurisdiction's stewardship of publicly held resources or its actions regarding specific preservation issues.

Many communities in Los Angeles County have invested significant time and resources to preserve specific places, and we applaud their efforts. However, the key to long-term preservation lies in strong policies and other tools, including ordinances and incentives, and we prioritized these factors in our grading.

Our new Extra Credit option allows us to recognize a community's efforts to preserve a specific place, but these 25 points will likely not change a community's grade (versus the 150 points awarded for a preservation ordinance).

Even communities with high grades do not always act in the best interest of specific resources. West Hollywood received a grade of A+ because it has all the policies and programs in our evaluation. However, the City is currently seeking to demolish the significant WPA-era Great Hall/Long Hall in Plummer Park. The Conservancy and community groups are working to prevent this demolition.

Notable Improvements



(left) The Witch's House (1920), a designated local landmark in Beverly Hills. Photo by Lori Branham on Flickr. (right) Calabasas has designated buildings from the recent past, including the 1984 Benson House designed by Frank Gehry. Photo by Larry Underhill.

Congratulations to the following cities, which have made significant strides in their preservation programs since the release of our last Preservation Report Card in 2008.

Beverly Hills

In 2008, Beverly Hills had a very weak historic preservation ordinance that offered honorary landmark status and no true protections (and had never even been used to landmark any structures). The City had updated a 2006 survey of its commercial area, but the existing citywide survey from 1986 was over twenty years old and sorely out of date.

Sometimes, the threats to a specific historic building—and the efforts to save it—galvanize support that leads to something much bigger. Beverly Hills is a good example; in the wake of some high-profile demolitions, the City catapulted ahead with a strong and active historic preservation program. The City adopted an innovative and strong historic preservation ordinance in 2012 and has implemented the Mills Act program, a powerful preservation incentive. The City has also hired a dedicated historic preservation planner and created a Cultural Heritage Commission. Now celebrating its centenary, Beverly Hills is conducting a comprehensive update to its citywide survey and has already designated more than a dozen local landmarks.

Burbank

In 2008, Burbank had yet to designate any local landmarks, despite having had a historic preservation ordinance since 1994. The ordinance did not allow for the designation of historic districts, and it contained

landmark designation criteria that were not based on state or national models. Since 2009, Burbank has transformed its approach to historic preservation by making significant improvements to its program. The City completed a citywide survey and historic context statement in 2009, adopted the popular Mills Act program in 2010, and has begun to designate local landmarks.

The City updated its historic resource management ordinance in 2011, with notable amendments including the ability to designate local historic districts. The City has further demonstrated its commitment to historic preservation through public education and outreach via the web. Like a growing number of communities, Burbank has a dedicated web page for its historic preservation program that includes links to its historic context report and preservation plan. To engage the next generation, Burbank has also developed a kid's section on its website.

Calabasas

In 2008, Calabasas had recently adopted its historic preservation ordinance, implemented the Mills Act, and was conducting its first citywide survey of historic resources. The City has continued to make great strides in developing its preservation program. Calabasas became a Certified Local Government in 2009, indicating its strong commitment to a professionalized preservation program.

The City has also been actively designating local landmarks, which include structures from the recent past of the 1970s and '80s, and is adding cultural landscapes to the City's historic context statement.

Digital Report Card: A New, Dynamic Resource for Communities

This year, the Preservation Report Card has gone digital at laconservancy.org/report-card. Our new Digital Report Card transforms the use of Report Card information by providing instant access to a wealth of resources and encouraging residents to get involved in local preservation. For the first time, preservation-related information about all eighty-nine local governments in Los Angeles County resides in one place, easily accessible for use in a variety of ways.

Made possible by a grant from the Donaldson Charitable Trust, this innovative resource spans two new areas of our website: a dedicated section (microsite) on the Report Card itself (under Resources), and new pages for each of L.A. County's eighty-nine communities (under Explore L.A.). For the purposes of the Report Card and the website, "communities" refer to the county's eighty-eight cities, plus the County government.

The microsite and community pages are closely integrated for use specific to the Report Card. Yet over time, the community pages will grow into robust resources of their own with content, photos, and other features to help convey the unique character of each community.

In the past, the Conservancy issued static Report Cards every five years, providing "snapshots" of preservation programs at a certain point in time. With the Digital Report Card, we can update scores, grades, and other content in real time, as communities make progress. A growing library of online resources on the microsite includes a model ordinance, glossary of preservation terms, and information about preservation incentives.

The heart of the Report Card microsite is an interactive chart with the scores and grades for all eighty-nine communities in Los Angeles County. You can sort results by category, select specific categories to narrow your focus, and select specific communities to compare.

Each community's name in the Digital Report Card chart links to a dedicated web page for that community. The community page contains the jurisdiction's Report Card scores, links and downloadable documents related to the community's preservation program, links to the community's official website and local advocacy groups if relevant, and information on how residents can get involved in preserving their local heritage. Instant access to information about nearby communities offers context about preservation in a specific area of the county.



Preservation Report Card

Visit laconservancy.org to view the full Digital Report Card and community pages.



Pasadena

Each of L.A. County's eighty-nine communities has a page on our website.

Tell Us About Your Community

What makes your community special? Let us know, and we'll use your input to help convey the unique character of your community on our website.

As part of our efforts to create the Digital Report Card, we built new web pages for each of L.A. County's eighty-nine communities (eighty-eight cities plus the County government).

You can find these pages under the "Explore L.A." menu at the top of any web page, by clicking on the community's name on the Report Card chart, or by clicking on the community's name on the page for any location on our map of historic places.

The community pages already contain valuable information related specifically to the Preservation Report Card, from individual scores to community-specific documents, websites, contacts, and other resources.

Our ultimate goal for these pages is that they grow over time to more fully convey the distinctive flavor and resources of each community.

That's where you come in. We encourage you to use the online "Tell Us About Your Community" form on any community page to share your stories, submit photos, and suggest historic places for us to add to our map. We will add this information to the pages over time.

We hope you'll visit your community page on laconservancy.org soon, and we look forward to your input. Thank you!

JANUARY 28 / MARCH 21

MEMBERSHIP REPORT

The Los Angeles Conservancy would like to acknowledge the generous contributions of our new Supporting members, and the new and renewing members of our Sustaining, Benefactor, and Cornerstone groups.

**CORPORATE MARBLE
CORNERSTONE**
(\$5,000 - \$9,999)
Forest City West

**MARBLE
CORNERSTONE**
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**CORPORATE GRANITE
CORNERSTONE**
(\$2,500 - \$4,999)
Shangri-La Construction

GRANITE CORNERSTONE
(\$2,500 - \$4,999)
David Berman
Valerie E. Lyons and
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**CORPORATE LIMESTONE
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Kelly Sutherland McLeod
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James and Delia Camp
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Deborah Henderson and
Gwen Davis
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Richard Martin
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Tracy Mizraki
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Henry Myers
Suzanne Rosenblatt and
Jeff Buhai
Meredith and
William Savery
Elaine and Russell Zarett

SUPPORTING
(\$100 - \$249)
Charles Adamek
Jean and Philip Barbaro
Sherry and Victor Bardack
Steve Bass
Charles and
Cay Boychenko
Gloria Campbell and
John Verwys
Ashley B. Cole
Jerry and Lola Ensom

Alex Espinoza and
Denise Matthews
Todd Friedline
Suzanne and
Kenneth Green
Becki Hartke and
Benjamin Cawthra
Alan Heim
Dena Hollingsworth and
David Ownby
Gary Hunter
James R. Jones and
Lawrence D. Laterza
Ryan Knowlton
Patrick W. Lake
Michael Lange
Robert Larriva
Christine and
Dominic Lazzaretto
Nicolas Libert and
Emmanuel Renoird
Maria Lyons
Doug Lyons and
Tayra Lagomarsino
Marie McTeague
Erich and
Timothy Meager
Margit and
Frederick Meeker
David Morin
Gail and Brian O'Neill
Joyce Pellerano Ludmer
Robert Peters
Eric Randolph and
Anne Katata
Christy Reich
Andy and Lainey Rogers
Robert Rush
Krista Scheib and
Matson Walter
Sara Sluss and
Marty Pawlocki
Kirk Solomon and
Gregory Rehner
Donald Spradlin
David Steinberg and
Mona Card
Branwen and
Steven Steinhauer
Robert and Ellen Swarts
Jaak Treiman and
Liisa Valikangas
Aviva Weiner and
Paulino Fontes
Richard Wells



MEMBERSHIP MATTERS

Your membership provides the Conservancy with crucial operating funds, as well as strength in numbers to maintain a powerful voice for preservation. Thank you!

FIVE REASONS TO RECEIVE THIS NEWSLETTER BY E-MAIL

1. Receive it earlier

You'll receive Conservancy News as soon as we finish the final draft! No more waiting by the mailbox for your newsletter; it will arrive right to your inbox up to three weeks earlier than by snail mail.

2. Save trees

Over 2,100 members already receive the newsletter by e-mail. In one year, that's 12,600 fewer newsletters printed, or 100,800 pieces of paper saved!

3. Reduce costs

With fewer newsletters going through the post office, the Conservancy has cut postage and printing costs by more than fifteen percent in the past year. Imagine the cost savings if even more members received the electronic version!

4. Archive easily

Love having a copy of every Conservancy newsletter? The electronic version is a space-saving and easy way to hold on to the newsletters. Best part? They don't fade or wrinkle!

5. Sign up in under a minute

E-mail news@laconservancy.org and ask to be added to the newsletter PDF list, or edit your preference on your website user account. It's that simple!

CONSERVANCY WALKING TOURS

Walking tours begin at 10 a.m. except where noted. Tours are \$5 for Conservancy members and children twelve and under; \$10 for the general public. Walk-ins are accepted on most tours. Pre-payment is required on Angelino Heights, Biltmore Hotel, and Broadway.

For details and reservations, visit laconservancy.org. Questions? Call the Conservancy office at (213) 623-2489.

WEEKLY TOURS

Art Deco

Every Saturday

Biltmore Hotel

Every Sunday, 2 p.m.

Broadway: Historic Theatre &

Commercial District

Every Saturday

Historic Downtown

Every Saturday

BI-WEEKLY AND MONTHLY TOURS

Angelino Heights

First Saturday

Downtown Renaissance: Spring & Main

Second and Fourth Saturdays

Modern Skyline

First and Third Saturdays, 2 p.m.

Union Station

Third Saturday

Youth, family, and group tours by arrangement; call (213) 623-2489 for information.



Los Angeles Conservancy

523 West Sixth Street, Suite 826

Los Angeles, California 90014

laconservancy.org

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For the latest information about issues and events, visit laconservancy.org.

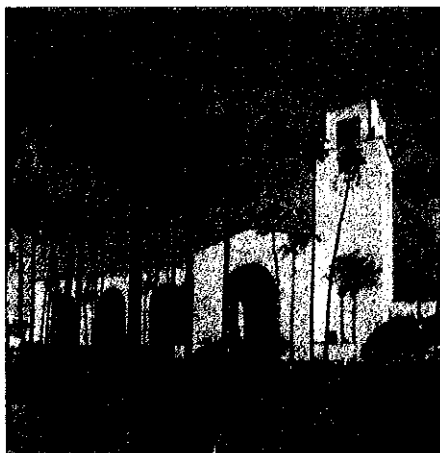


Photo by Larry Underhill

ANNUAL BENEFIT

Union Station

Saturday, May 17



Photo by Annie Laskey/L.A. Conservancy

ANNUAL MEETING

PacMutual

Thursday, May 29

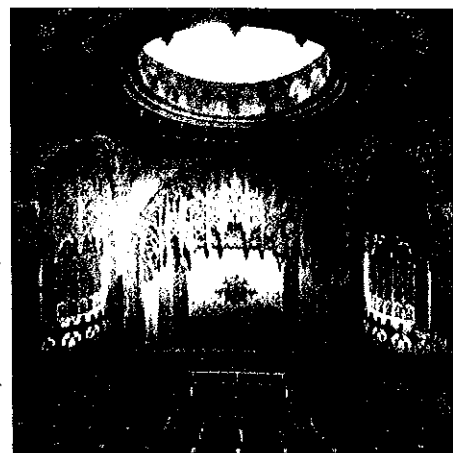


Photo by Spencer Lowell

LAST REMAINING SEATS

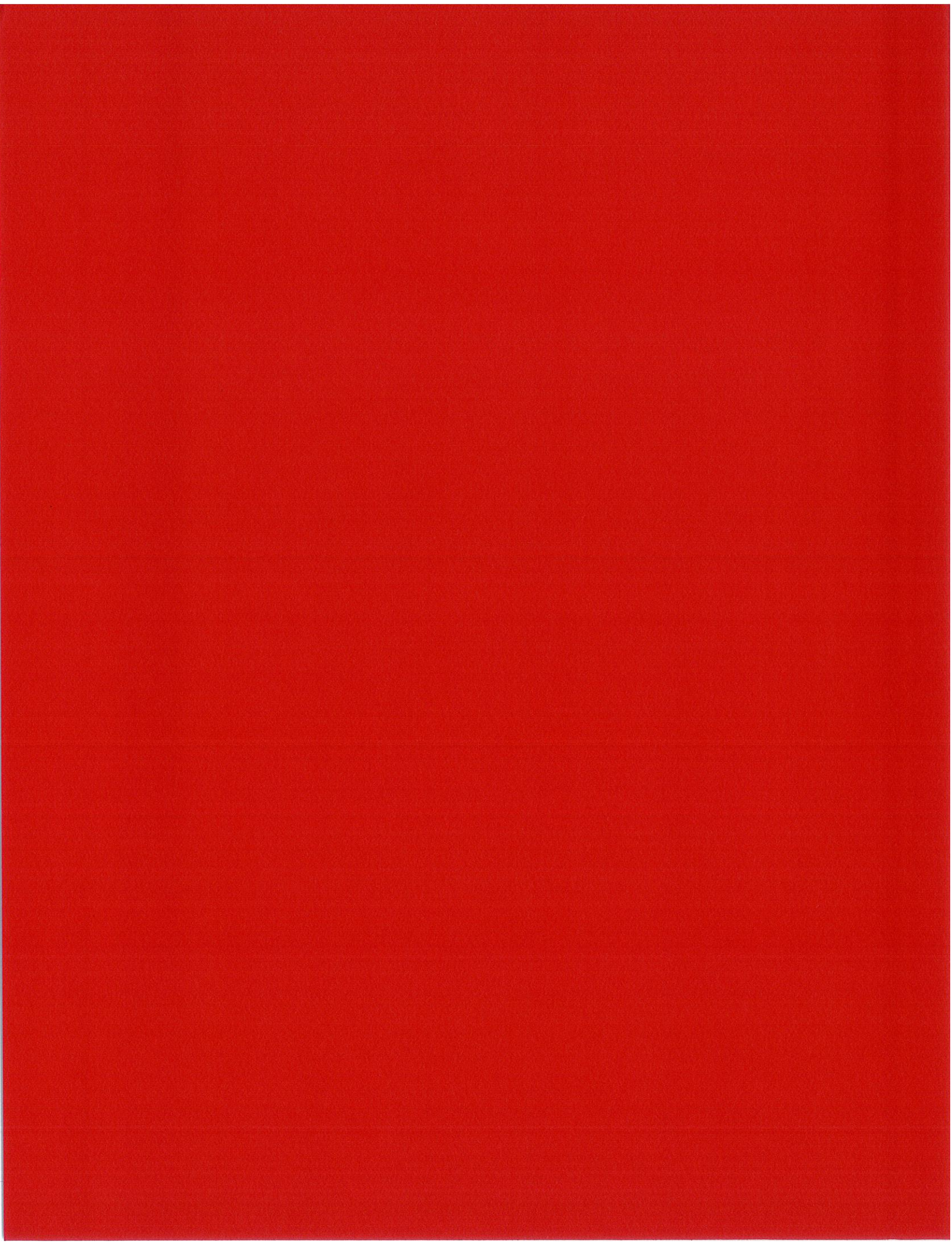
Downtown's Historic Venues

June 11 - 28

All aboard! The Conservancy is thrilled to hold our 2014 annual benefit at the iconic Union Station in celebration of its 75th anniversary. Details on page 2.

Meet with Conservancy board, staff, and fellow members and learn about the rehabilitation of PacMutual. See insert for details.

Tickets are on sale now for our 28th annual Last Remaining Seats! This year's films include *Back to the Future*, *Citizen Kane*, *Footlight Parade*, and more. Visit laconservancy.org for details and tickets.





**CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM**

DATE: July 7, 2014

TO: Mark Scott, City Manager

FROM: Bonnie Teaford, Public Works Director
By: Ken Johnson, Traffic Engineer

Beaford

**SUBJECT: CITY MANAGER TRACKING LIST MEMO NO. 1606 - PARKING
RESTRICTIONS ON BONNYWOOD PLACE BETWEEN ANGELENO
AVENUE AND ORANGE GROVE AVENUE**

An issue was raised at the June 24, 2014, City Council meeting about the existing parking restrictions on Bonnywood Place.

Stopping restrictions currently exist on the east side of Bonnywood Place as follows:

- Red curb (No Stopping) exists between Orange Grove Avenue and the alley behind the Aramark Building (115 North 1st Street).
- No Stopping signage exists between the alley behind the Aramark Building and Angeleno Avenue.

The west side of the street is in the I-5 construction area and it is lined with K-rail. Thus, stopping is not allowed for the full length of Bonnywood Place between Orange Grove Avenue and Angeleno Avenue, and the existing red curb and signage are sufficient to allow enforcement.



memorandum

DATE: July 11, 2014
TO: Mark Scott, City Manager
FROM: Joy R. Forbes, Community Development Director 
SUBJECT: Heritage Commission Meeting – July 10, 2014

Staff announced that the City Attorney's Office would attend the August meeting to give a brief presentation on the Brown Act. Brown Act booklets were distributed to the Heritage Commission for their reference.

The Commission selected Arthur Solis as the new Chair and Karen Volpei-Gussow as the Vice-Chair.

The Commission asked staff to arrange a special meeting for the viewing of educational webinars which are necessary to maintain the City's designation as a Certified Local Government. The Commission also discussed having a community meeting to discuss the benefits of historic preservation. Staff will consider greater outreach at one of the Heritage Commission meetings in the future.

Arthur Solis indicated he wished to speak to the Civic Pride committee to see if they were interested in joint public outreach to property owners with potentially historically significant homes.

All members of the Heritage Commission were present. No members of the public attended the meeting.

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memorandum

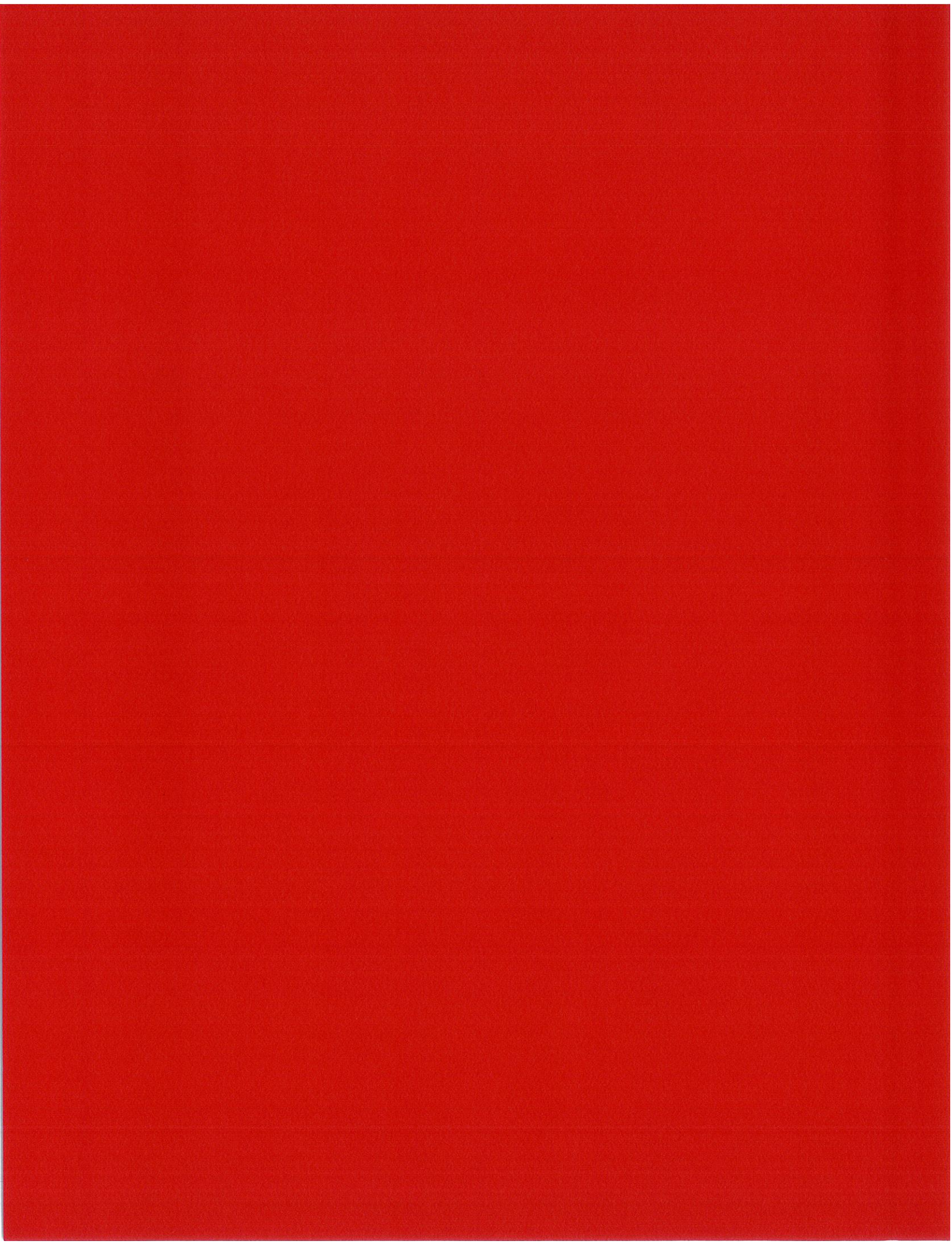
DATE: July 9, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director 

SUBJECT: Metro San Fernando Valley Service Council – July 2, 2014

- The meeting consisted of note-and-file items including: a presentation of Metro's annual on-board rider survey; an update on a proposed pedestrian bridge at the Universal City Red Line Station; further discussion of a minor re-route of Line 90-91 in Glendale; a discussion of a request to modify Line 234 in San Fernando; and receipt of quarterly performance measures of Metro services in the San Fernando Valley.
- The proposed modification of Line 234 in San Fernando is not currently be contemplated by Metro for the next round of service changes, but is being requested by Service Council Member Lopez, who is the Mayor of San Fernando. He cites complaints from residents about large bus operations occurring in residential neighborhoods. However, public comment on the matter included concern that a re-route would impact a currently-successful Metro line. The Service Council voted to ask Metro staff to evaluate the proposed service change.
- During a discussion of Metro station cleanliness in the San Fernando Valley, it was noted that the Downtown Burbank Metrolink Station cleanliness continued to be very good.



memorandum

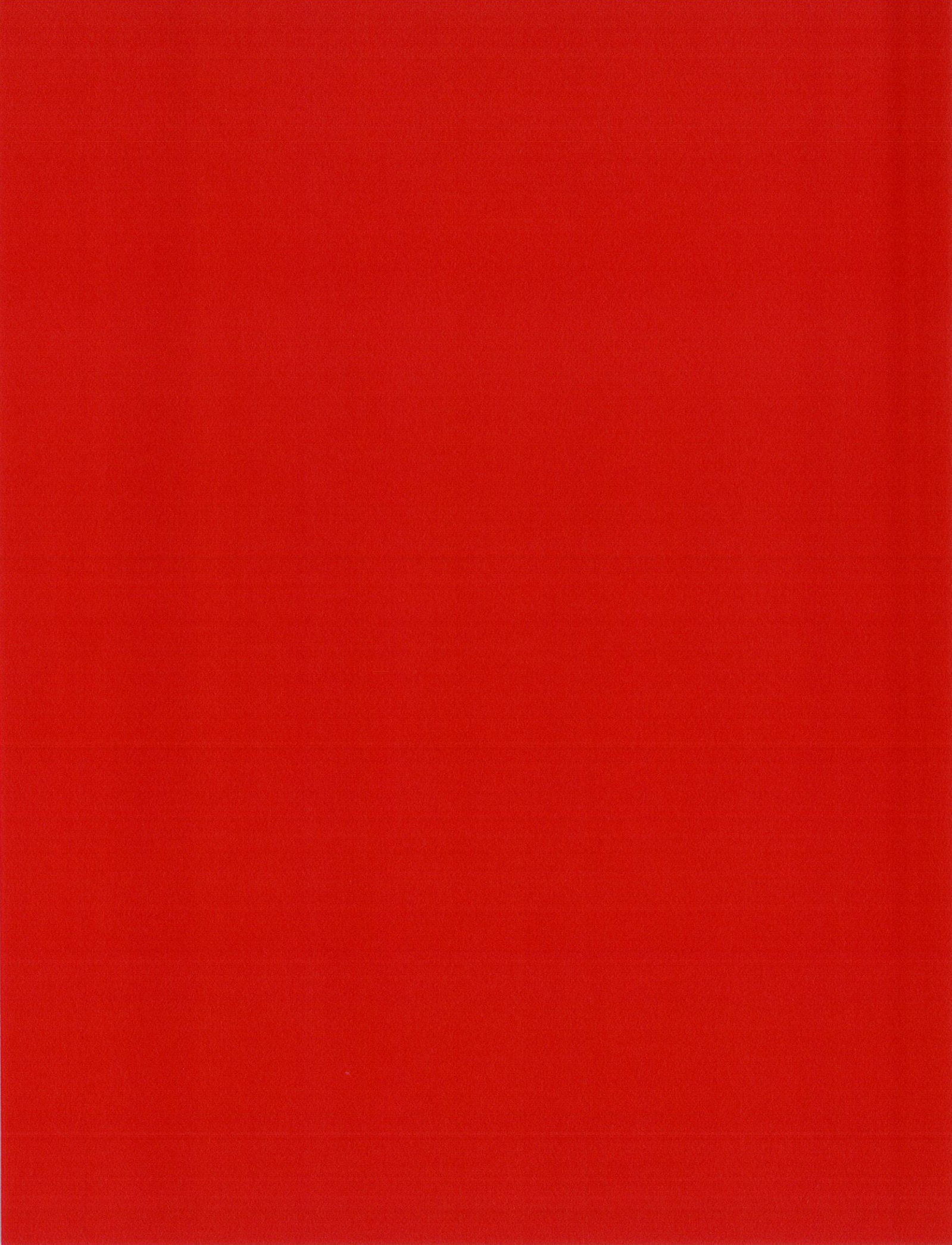
DATE: July 8, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director 

SUBJECT: LANDLORD-TENANT COMMISSION – July 7, 2014

- Three tenants attended the meeting and submitted questionnaires for the Commission to discuss for possible mediation on their behalf. However, two of the three cases are in litigation proceedings, so the Commission informed the tenants they cannot take action on their respective cases. The third tenant decided to follow-up with her landlord first, before the Commission Subcommittee steps in to mediate with her landlord on her behalf.
- The Commission approved the Meeting Minutes for June 2, 2014.
- Commissioners Judy Smith and Christina Williams were selected to the Commission Subcommittee to handle landlord and tenant questionnaires for the months of July – September 2014.
- Chair Hovanessian provided an update on the utility billing system for the AVA Burbank property on Sarah Street. This was the last follow-up item for the property, so the case has been closed. In addition, Chair Hovanessian requested a future agenda topic on renting out garages for residential uses as information and education for the Commission.
- The Commission is scheduled to meet next on August 4, 2014.





**CITY OF BURBANK
CIVIL SERVICE BOARD**

NOTICE

The regular meeting of the Civil Service Board will be held on **July 2, 2014** at **4:30 p.m.** in the **City Hall Council Chambers – 275 East Olive Avenue**. Support documents of items on this Agenda may be obtained from the Management Services Department or by visiting the City's website at www.burbankca.gov. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

AGENDA

1. Roll Call

None

2. Additional Agenda Items

3. Open Public Comment Period of Oral Communications

OVERVIEW: During this period of Oral Communications, the public may comment on any matter concerning Civil Service business, and/or any items on the agenda.

**Mr. Kozak
addressed the
Board
regarding a
Recruitment
concern**

4. Approval of Minutes

OVERVIEW: Regular meeting of April 2, 2014.

RECOMMENDATION: Approve as submitted.

Approved 5-0

5. Examination Appeal

OVERVIEW: On March 25, 2014, staff received an appeal on the multiple choice written examination for the position of Electrical Engineering Assistant from Mr. Anton Ibrahim stating clerical or machine error in scoring. An Appeal Review Board analyzed Mr. Ibrahim's official scantron and cross referenced it with the computer printout and found that there were no errors; the score Mr. Ibrahim received was correct. Mr. Ibrahim was notified that his appeal on mechanical error in scoring was denied. Subsequently, Mr. Ibrahim requested to present his appeal on the written

**Note and file -
Mr. Ibrahim did
not attend the
meeting**

examination to the Civil Service Board.

RECOMMENDATION: Staff Recommends the Civil Service Board adopt a recommendation to the City Manager to deny the examination appeal.

6. **Proposed Amendments to Classification and Pay Plan**

None

None

7. **Recruitment and Selection Report – June 2014**

Note and file

OVERVIEW: The Recruitment and Selection Report is submitted to the Board to reflect the activity occurring during a specified month in the Recruitment and Selection section of the Management Services Department–Human Resources Division.

RECOMMENDATION: Note and file.

8. **Expedited Recruitment Quarterly Report**

Note and file

OVERVIEW: Pursuant to the Board's request, information regarding expedited recruitments is provided to the Board on a quarterly basis. This report provides the Board with a snapshot of the processes for all expedited recruitments completed this quarter.

RECOMMENDATION: Note and file.

9. **Appointments and Assignments**

No extensions
needed

OVERVIEW: For the month of July 2014, there are no extensions needed.

RECOMMENDATION: No extensions needed.

10. **Additional Leave Quarterly Report**

Note and file

OVERVIEW: The purpose of this report is to provide the Board with a quarterly report listing employees that have been granted additional leave, pursuant to Civil Service Rule

X and XIV.

RECOMMENDATION: Note and file.

11. **Annual List of Professional Services Agreements with Sole Proprietors and Individuals**

Note and file

OVERVIEW: Pursuant to the Board's request, staff provides a list of Professional Services Agreements (PSAs) the City has entered into with sole proprietors and individuals, as defined by the Internal Revenue Service (IRS), on an annual basis for their review.

12. **Adjournment**

If you have any questions about any matter on the agenda, please call the Management Services Department at (818) 238-5026. This facility is disabled accessible. Auxiliary aids and services are available for individuals with speech, vision or hearing impairments (advanced notice is required). Please contact the ADA Coordinator at (818) 238-5424 voice or (818) 238-5035 TDD with questions or concerns.